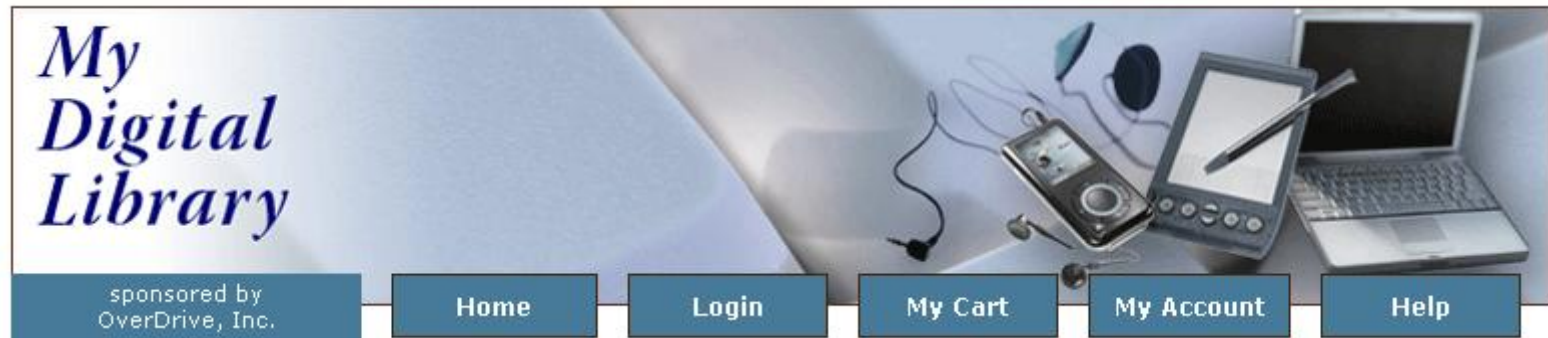**Digital Library 101:** Browse, Check Out, and Download!

Learn how to browse, check out, and download OverDrive media. At the end of this course, staff should feel comfortable answering basic questions about your Virtual Branch.

**Contact: training@overdrive.com.**

OverDrive

Agenda

1. What is an OverDrive Digital Library?
2. Digital Rights.
3. OverDrive Formats.
4. Browse, Check Out, & Download.
5. Help Resources.
6. Next Steps.

OverDrive

What is an OverDrive Digital Library?
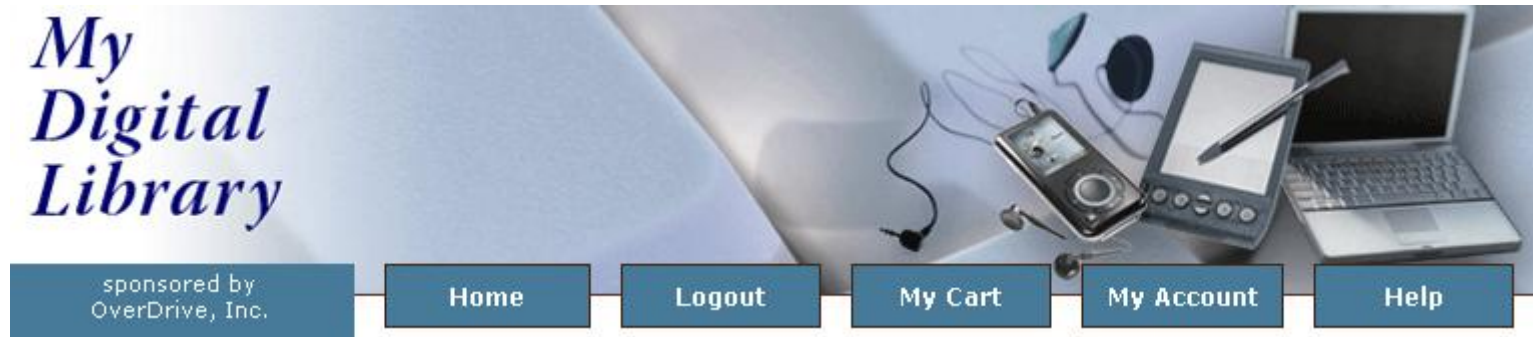
- ▶ Your OverDrive Digital Library is an Internet-based library hosted by OverDrive.

- ▶ Your library / consortium has selected a custom collection.

- ▶ Patrons may check out and download titles using their library card.

- ▶ Titles are available 24/7 … anytime, anywhere!

- ▶ All formats include accessibility features for the visually impaired.

- ▶ Real-time reports track circulation online.

OverDrive

What formats are available?
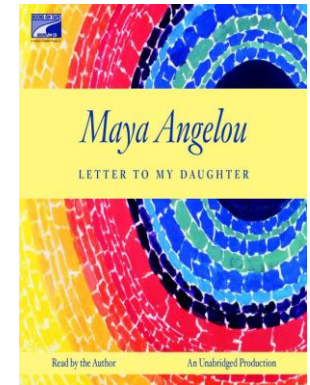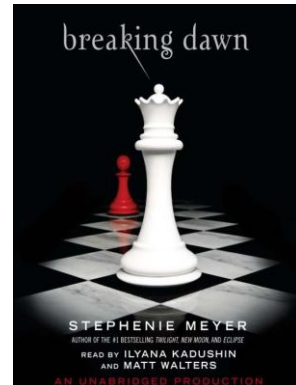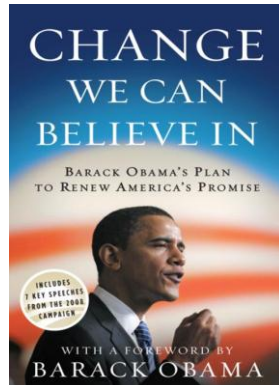
OverDrive offers eBooks, Audiobooks, Music, and Video.
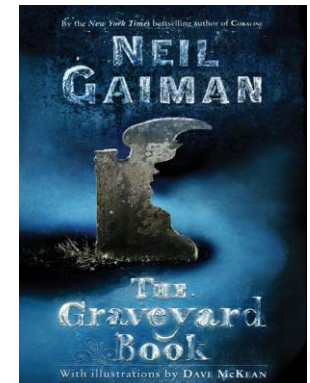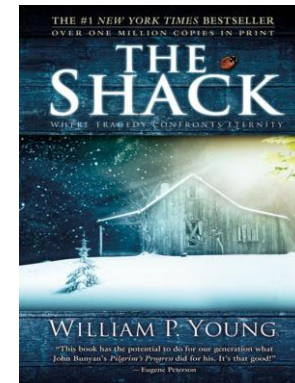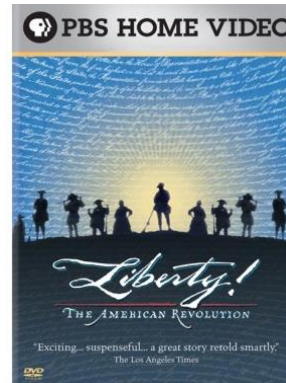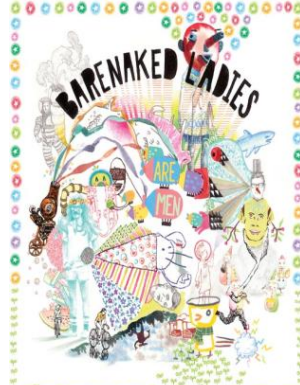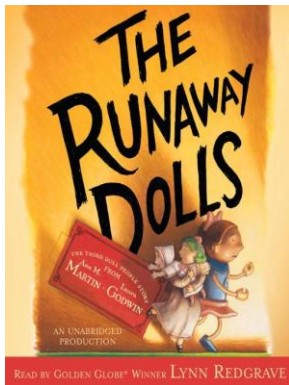
What is an Audiobook? What is an eBook?

An audiobook is: A recorded reading of a book that can be downloaded and enjoyed on a computer or portable device.

▶ Audiobooks are available in two formats: **MP3** and **WMA**.

An eBook is: A digital book, magazine, or graphic novel that can be downloaded and read on a computer or portable device.

▶ eBooks are available in two formats: **Adobe** and **Mobipocket**.
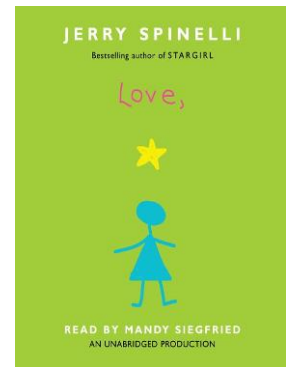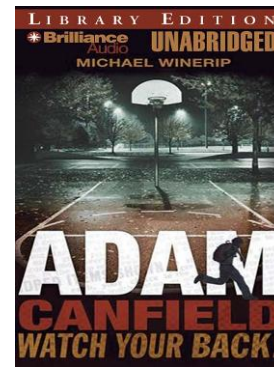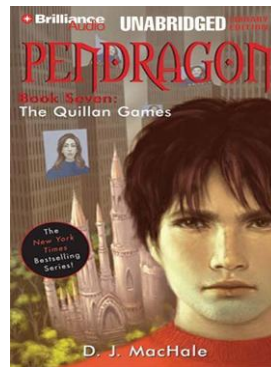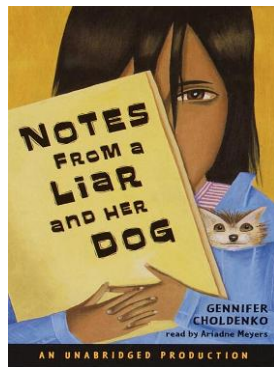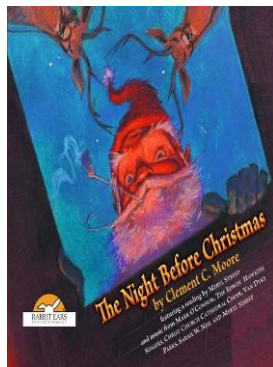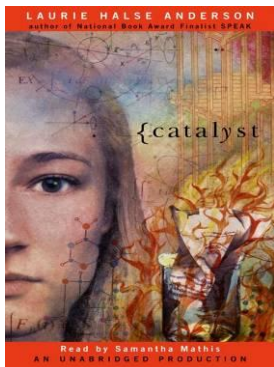
What licensing models are available?

One Copy – One User

▶ When a title is purchased, a copy of that title is added to your download collection.

▶ When a patron checks out a title, it is removed from circulation.

▶ Patrons may request a checked out title by placing a hold.

▶ Selectors may always purchase additional copies of popular titles.

Maximum Access

▶ Annual subscription.

▶ One copy is available for unlimited simultaneous checkouts.

▶ Titles will always be available for your patrons.

▶ Holds are never necessary.

OverDrive

Getting Started

To download digital titles, a patron will need:

- ▶ A personal computer.

- ▶ A valid library card.

- ▶ Free digital media software.

- ▶ Access to the Internet.

Internet access is needed to browse, check out, and download titles.

After download, enjoy a digital title without being connected to the Internet.

OverDrive®
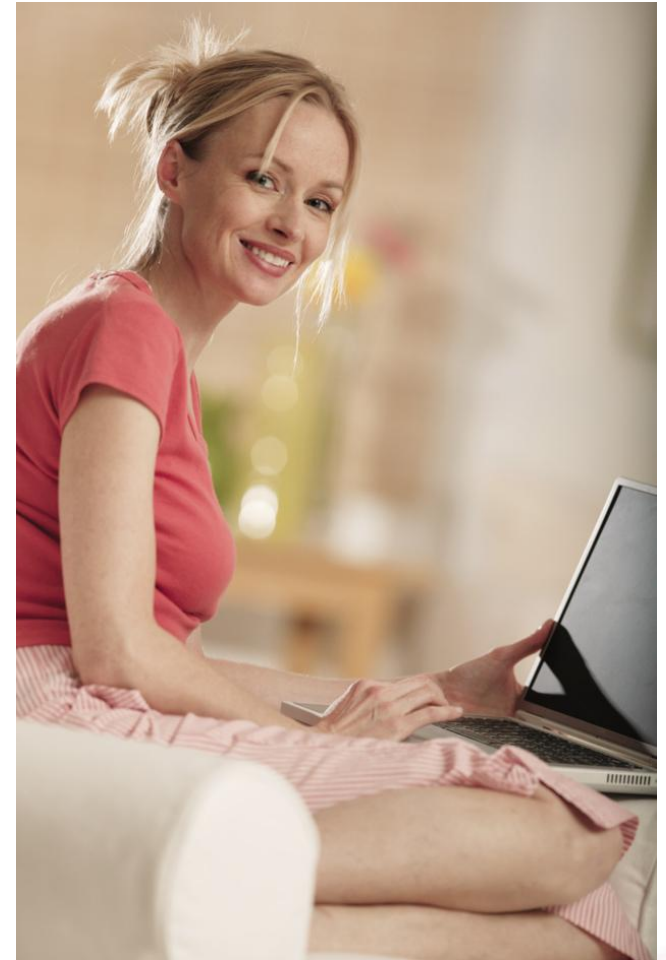
What are Digital Rights?

- Every digital title has digital rights – or permissions – set by the publisher.

- Patrons can view the digital rights for any title by clicking on the title cover.

- These permissions describe what a patron can do with the title after download. For example:

  1. Burn to CD.

  2. Transfer to a portable device.

  3. Adobe eBooks: Copy / print.

  4. Mobipocket eBooks: Register up to three computers / devices.

  5. All copies of an expired title must be deleted / destroyed.

How does your OverDrive Digital Library work?

1. **Browse**

2. **Check Out**

3. **Download**

... enjoy!

Best of all, titles automatically expire at the end of the lending period.

OverDrive

OverDrive Formats
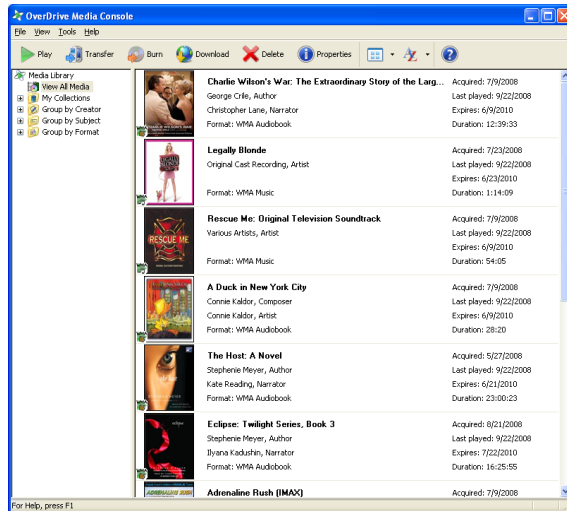
Audiobooks, Music, Video

Adobe eBooks

Mobipocket eBooks

OverDrive Media Console: Audiobooks, Music, Video
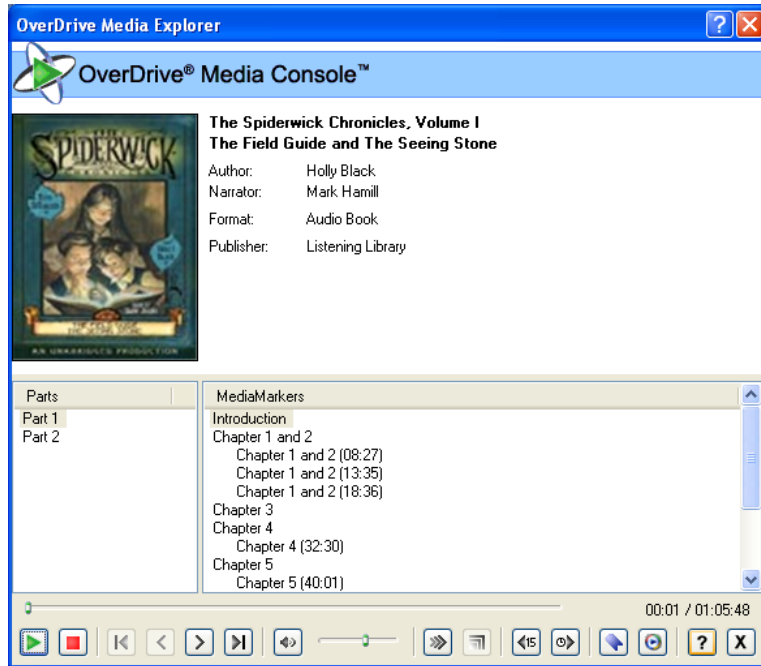
OverDrive Media Console

Play OverDrive Audiobooks, Music, and Video with speakers or headphones.

Burn many audio titles to CD with the Burn to CD Wizard!

Transfer to a compatible device using the built-in Transfer Wizard.
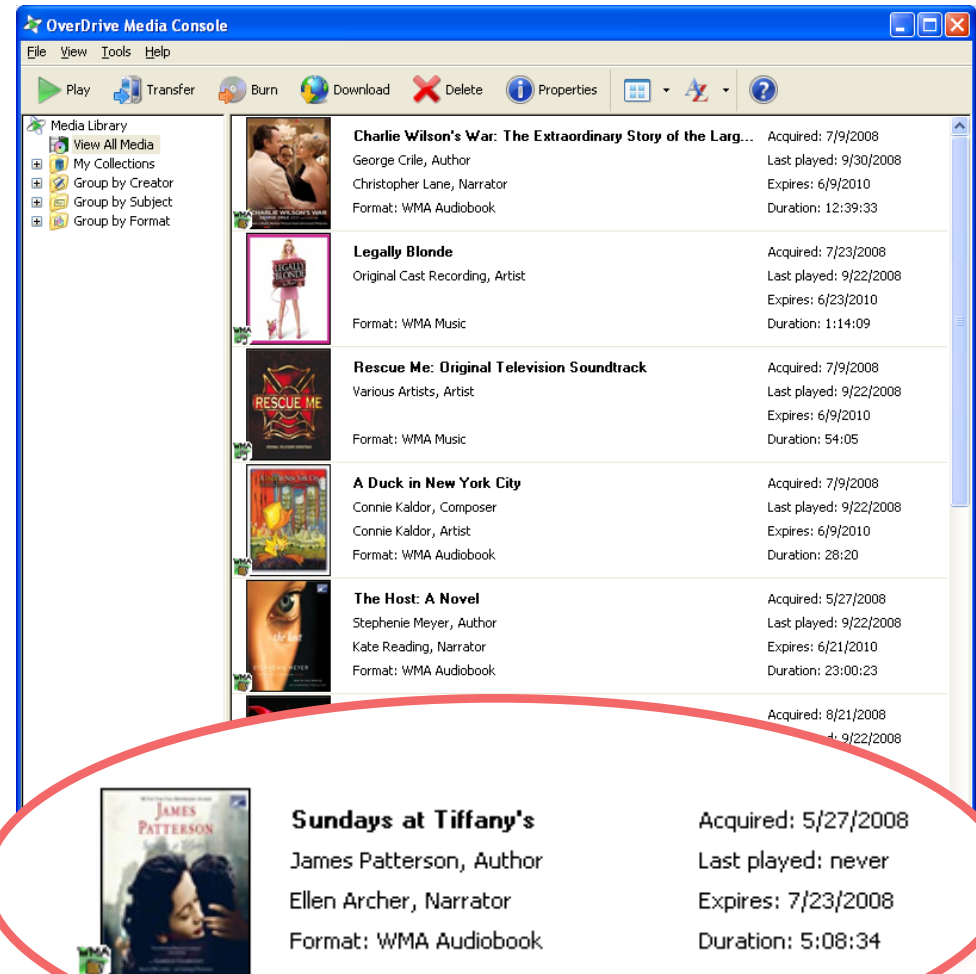
OverDrive Media Console - **Windows**

Requirements

- ▶ Windows® 98 SE or higher.

- ▶ OverDrive Media Console.

- ▶ Windows Media® Player (9 Series or higher).

Available formats:

- ▶ OverDrive WMA / MP3 Audiobooks, Music, and Video.

Transfer to …

- ▶ WMA-compatible devices including the Microsoft Zune.

- ▶ Most MP3 players, including the iPod (MP3 Audiobooks only).

Creative Zen

Creative Zen Stone

Windows Media Player Security Upgrade - Windows

First-time users will be prompted to complete a one-time security upgrade for Windows Media Player.

Follow the prompts to complete the upgrade.

OverDrive Media Console - Mac

Requirements

▶ Mac computer with an Intel or PowerPC processor

▶ Mac OS 10.4.9 (or newer)

▶ OMC for Mac v1.0 (or newer)

▶ iTunes version 7.6.2.9 (or newer)

▶ QuickTime version 7.4.5 (or newer)

Available Formats:

▶ OverDrive MP3 Audiobooks

Transfer to …

▶ Apple devices such as the iPod and iPhone.

Apple Devices

Comparison: WMA and MP3 Audiobooks

Features	OverDrive WMA Audiobooks	OverDrive MP3 Audiobooks
Devices	DRM / WMA-compatible	WMA-compatible + Most MP3 players, including the iPod
File size / download	Smaller / faster	Larger / longer
Collection	20,000 and growing!	5,000 and growing!
Purchase models	1 copy – 1 user Maximum Access	
User Experience	*Same superior listening experience as always!*	

Dial-up users may want to use WMA Audiobooks for faster downloads.

Devices: Audiobooks, Music, Video

Choose from a wide variety of devices including Creative, SanDisk, Sony, Samsung, and most cell phones that support MP3 files.

Plus, Apple products including the iPod®, iPhone™, and iPod Touch.

Creative Zen

Creative Zen Stone

Samsung Blackjack

Motorola Q

Apple Devices

OverDrive's Device Resource Center:
www.overdrive.com/deviceresourcecenter.

How many titles will fit?

Storage		WMA Parts	MP3 Parts
128 MB	=	7	3.5
256 MB	=	14	7
512 MB	=	28	14
1 GB	=	56	28
2 GB	=	112	56
10 GB	=	560	280
20 GB	=	1120	560

Each 'Part' of an Audiobook is approximately 1 hour.

A 1 GB device will hold:

▶ 4 to 6 WMA Audiobooks.

▶ 2 to 3 MP3 Audiobooks.

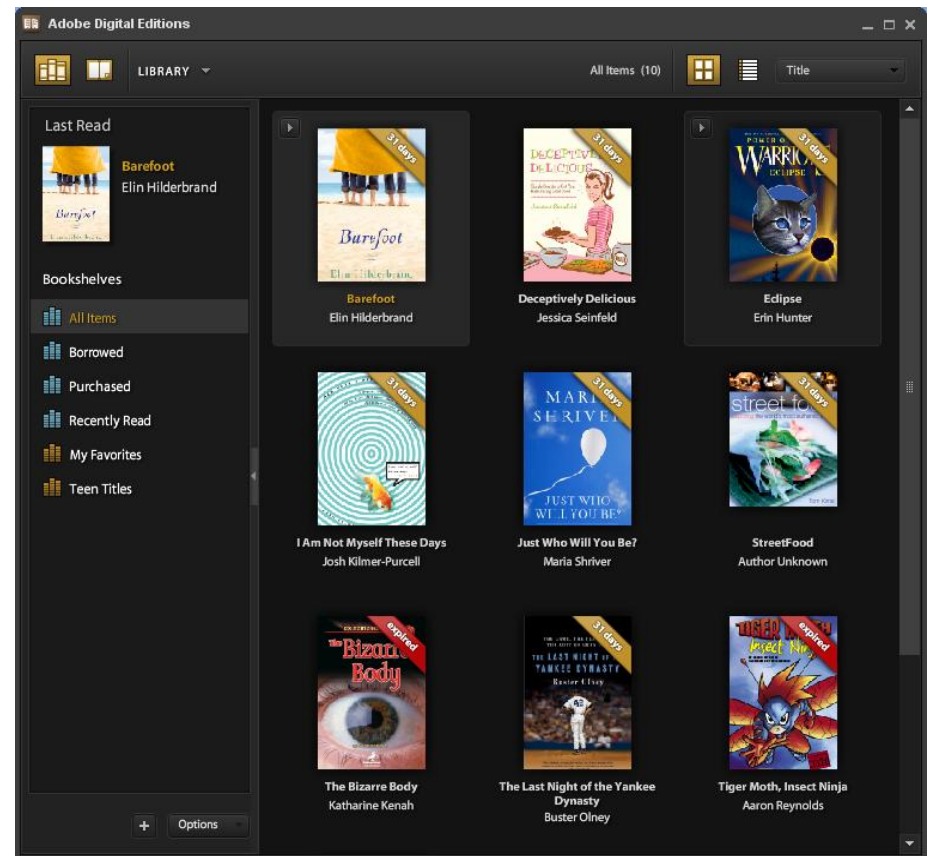# Adobe eBooks

Mobipocket eBooks

Adobe eBooks

A digital book or graphic novel that can be downloaded and read on a computer or portable device.

Requirements

▶ For use on PCs and Macs.

▶ Adobe Reader 7 or Adobe Digital Editions (ADE) required.

Features of ADE

▶ Flash-based software.

▶ Easy to use 'Library'.

▶ Add bookmarks, highlights, and notes.

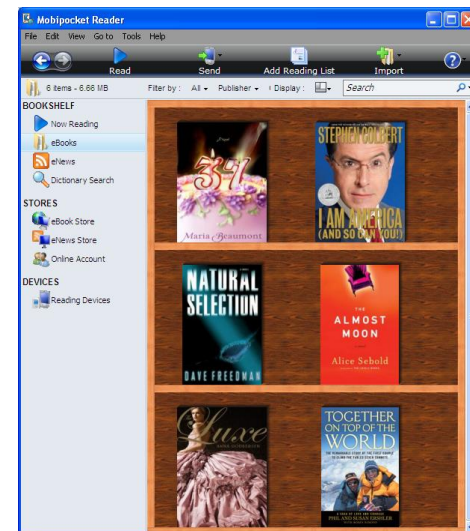▶ Table of Contents display.

Mobipocket eBooks

eBooks in a small file format for faster downloads and easy transfer to a portable device.

Requirements

▶ For use on Windows 2000, XP, or Vista Operating Systems.

Features of Mobipocket Reader

▶ Zoom text feature.

▶ Reflowable text.

▶ Full screen mode.

▶ Bookmarks.

▶ Full text searching.

OverDrive

Computers / Devices: eBooks

Check out the device lists for Adobe and Mobipocket:

1. **Adobe eBooks:**
   www.adobe.com/products/acrobat/readstep2_mobile.html.
   (Adobe downloads for compatible mobile devices.)

2. **Mobipocket eBooks:**
   www.mobipocket.com/en/DownloadSoft/default.asp?Language=EN.
   (Scroll to the bottom of the page, and click the device images
   in the lower left).

3. **Note:** A firmware upgrade may need to be completed on the Sony®
   Reader PRS-505 to be compatible with Adobe Digital Editions.

OverDrive®

Help Resources

OverDrive

Help Resources

Help link: The best resource for Frequently Asked Questions!

Quick Start Guide: Get started in three easy steps.

Guided Tour: Self-paced guides. How to browse, check out, and download digital titles.

Patron Support: Patrons may email the library support team for assistance.

Library Staff Support: Contact us at support@libraryreserve.com. (Please do not share this email with patrons.)

Mobipocket Registration

Before you check out a Mobipocket title, be sure to register a Device PID.

▶ Copy the device PID from Mobipocket Reader:
Reading Devices > Edit Properties > Copy Device PID.

▶ Paste the device PID into your OverDrive Digital Library account:
Login to your OverDrive Digital Library > My Account > My Mobipocket PIDs.

Registration Required

We're sorry, but you must register one or more Mobipocket PIDs before you can check out Mobipocket titles.

You will only need to perform this registration step one time.

Click here to register Mobipocket PIDs.

OverDrive

Fun Questions & Answers

OverDrive

Fun Questions

What four things are needed to use your Library's Virtual Branch?

Why would a patron need an email address?

What operating systems are compatible with OverDrive Media Console?

Digital Rights: What should a patron do when a title expires?

What OverDrive format can be transferred to an iPod?

OverDrive

Fun Answers

Patrons need a personal computer, a valid library card, free software, and access to the Internet.

To place a hold.

Windows 98 SE, ME, 2000, XP, Vista and Mac OS 10.4.9 (or newer).

All copies of the title, including those transferred to portable devices and other media, should be deleted / destroyed at the end of the lending period.

OverDrive MP3 Audiobooks.

OverDrive

Next Steps

OverDrive

Promotional Materials

We'll help you promote your site!

- Business cards.
- Bookmarks.
- Brochures.
- Shelf talkers.
- Posters.
- Press Releases.
- Web link from your Home Page.
- MARC records for your catalog.
- Programming and events.

OverDrive

Next Steps
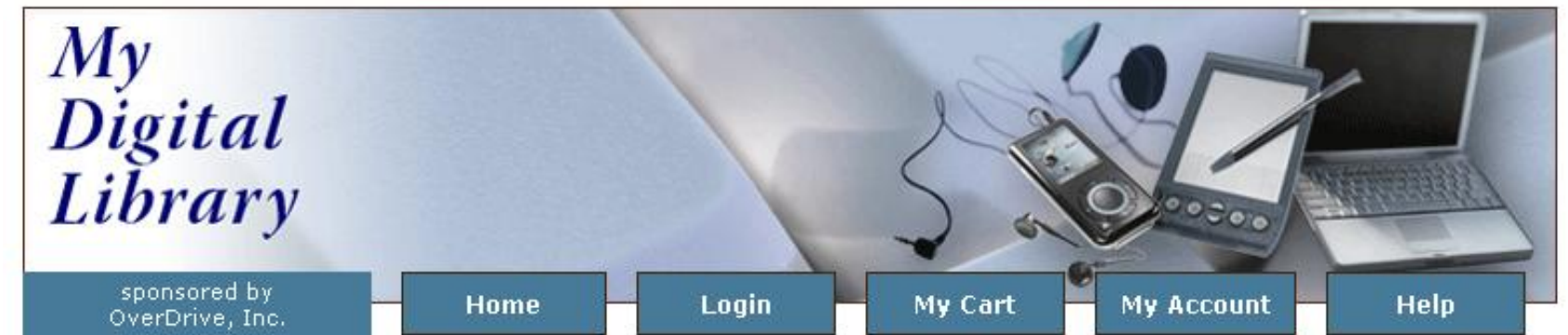
- ▶ Watch for our follow-up email.
- ▶ Visit your OverDrive Digital Library. Check out and download titles.
- ▶ Check out OverDrive's Training Resources.
- ▶ Need help? Email us: support@libraryreserve.com.

OverDrive